

MULTIMEDIA



UNIVERSITY

STUDENT IDENTIFICATION NO

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# MULTIMEDIA UNIVERSITY

## FINAL EXAMINATION

TRIMESTER 2, 2018/2019

### BHR2034 – HUMAN RESOURCE MANAGEMENT

(All sections/groups)

6<sup>th</sup> March 2019

02.30 – 04.30

(2 Hours)

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#### INSTRUCTIONS TO STUDENTS

1. This question paper consists of **TWO (2)** pages including the cover page.
2. Answer **ALL** questions. All questions carry equal marks and the distribution of the marks for each question is given.
3. Please write all your answers in the Answer Booklet provided.
4. Each question carries 25 marks. Total marks for this exam is 100 marks.

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**QUESTION 1**

- a. Discuss the importance of human resource managers in organisations. (10 marks)
- b. Define the concept of job description and job specifications. Describe the details in the job descriptions and job specifications. (15 marks)

**(TOTAL 25 MARKS)**

**QUESTION 2**

- a. Provide **FOUR (4)** reasons organisation use employment agencies. (10 marks)
- b. What are the pros and cons associated with using internal sources of job candidates? (10 marks)
- c. Discuss the pros and cons of using Internet recruiting to locate external sources of job candidates. (5 marks)

**(TOTAL 25 MARKS)**

**QUESTION 3**

- a. Explain the purpose of employee orientation. Discuss the role of training play in employee orientation. (10 marks)
- b. There are several issues to consider with the written offer. In a job offer letter, the employer lists the offer's basic information. Identify and discuss the basic information required in the offer letter. (15 marks)

**(TOTAL 25 MARKS)**

**QUESTION 4**

- a. Define the concept of career and career management. Discuss what employers and supervisors can do to support employees' career development needs. (10 marks)
- b. Discuss how can employers improve the chances of success for an expatriate. Explain the benefits of providing training and development opportunities to expatriates during overseas assignments. (15 marks)

**(TOTAL 25 MARKS)**

